

Maintenance Work Order Record Form

The **maintenance work order record form sample PDF** provides a structured template to log and track maintenance tasks efficiently. It helps ensure accurate documentation of repair details, assigned personnel, and completion dates. Utilizing this form enhances workflow management and accountability in facility maintenance operations.

Sample Maintenance Work Order Record

Work Order No.	_____
Date	_____
Location/Facility	_____
Reported By	_____
Description of Issue	_____ _____
Assigned To	_____
Priority	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Maintenance Actions Taken	_____ _____
Parts Used	_____
Date Completed	_____
Completion Status	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Pending
Verified By	_____
Remarks/Notes	_____ _____

Note: For use as a PDF form, this table can be converted using PDF form design software, allowing for digital entry and record-keeping.